# NEW YORK STATE MEDICAID PROGRAM

# INFORMATION FOR ALL PROVIDERS INQUIRY

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#### **Computer Sciences Corporation Contact Information**

Computer Sciences Corporation (CSC) is the Medicaid Program's eMedNY Contractor. Contact the CSC eMedNY Call Center with questions concerning:

- ePACES (electronic claims);
- obtaining claim forms;
- obtaining prior approval forms;
- Medicaid enrollment;
- obtaining transportation prior authorization for New York City enrollees;
- preparing/submitting claim forms and other transactions;
- remittance statements/billing;
- the Medicaid Eligibility Verification System (MEVS).

#### **eMedNY Call Center Hours of Operation**

For provider inquiries pertaining to non-pharmacy billing or claims, or provider enrollment:

Monday through Friday 7:30am - 6:00pm EST

For provider inquiries pertaining to eligibility, service authorizations, DVS, and pharmacy claims:

Monday through Friday 7:00am - 10:00pm EST

Weekends and Holidays 8:30am - 5:30pm EST

#### **Telephone Directory**

#### If you are a:

Physician
Dentist

Private Duty NurseNurse Practitioner; or

Clinical Social WorkerOphthalmic Provider

Call (800) 343-9000 Option 1

#### Then, depending on your question:

If your question is concerning:	Choose:
<ul> <li>New Enrollment;</li> <li>ePACES Enrollment;</li> <li>TSN/ETIN applications.</li> </ul>	Sub-option 1
<ul> <li>Explanation of eligibility response;</li> <li>UT service authorization;</li> <li>POS Device Support.</li> </ul>	Sub-option 2
Obtaining NYC Transportation Prior Authorizations	Sub-option 3
<ul> <li>Claims;</li> <li>Billing;</li> <li>Remittance;</li> <li>Form orders; and</li> <li>Prior approval.</li> </ul>	Sub-option 4

#### If you are a:

> Pharmacy Provider

#### Call (800) 343-9000 Option 2

Then, depending on your question:

If your question is concerning:	Choose:
<ul> <li>New Enrollment;</li> <li>ePACES Enrollment;</li> <li>TSN/ETIN applications.</li> </ul>	Sub-option 1
<ul> <li>For all other questions including:</li> <li>explanation of eligibility response,</li> <li>claims,</li> <li>billing,</li> <li>remittance and</li> <li>prior approval questions including DIRAD.</li> </ul>	Sub-option 2

#### If you are a:

Hospital;Clinic;

Long Term Care Facility;
Nursing Agency; or

Home Health Agency

Child Care Agency;

Call (800) 343-9000 Option 3

#### Then, depending on your question:

If your question is concerning:	Choose:
<ul> <li>New Enrollment;</li> <li>ePACES Enrollment;</li> <li>TSN/ETIN applications.</li> </ul>	Sub-option 1
<ul> <li>Explanation of eligibility response;</li> <li>UT service authorization;</li> <li>POS Device Support.</li> </ul>	Sub-option 2
Obtaining NYC Transportation Prior Authorizations	Sub-option 3
<ul> <li>Claims;</li> <li>Billing;</li> <li>Remittance;</li> <li>Form orders; and</li> <li>Prior approval questions.</li> </ul>	Sub-option 4

If you are a:

Durable Medical Equipment;
Hearing Aid; or

Laboratory;Transportation Provider

Call (800) 343-9000 Option 4

Then, depending on your question:

If your question is concerning:	Choose:
<ul> <li>New Enrollment;</li> <li>ePACES Enrollment;</li> <li>TSN/ETIN applications.</li> </ul>	Sub-option 1
<ul> <li>Explanation of eligibility response;</li> <li>UT service authorization;</li> <li>POS Device Support.</li> </ul>	Sub-option 2
<ul> <li>Claims;</li> <li>Billing;</li> <li>Remittance;</li> <li>Form orders; and</li> <li>Prior approval questions.</li> </ul>	Sub-option 3

If your question concerns:

➤ MOAS; or

Threshold override application provider support

Call (800) 343-9000 Option 5

#### **Training Requests**

Requests for individual provider training can be made by calling

(800) 343-9000

or email:

#### emednyproviderrelations@csc.com

Training Seminars are also available and are designed for specific provider types. Registration, locations and dates are available online at:

http://www.emedny.org/training/index.aspx

#### **Mailing Addresses for Medicaid Correspondence**

Correspondence should be mailed to the following address, with the applicable P.O. Box from the table below:

## Computer Sciences Corporation P.O. Box \_\_\_\_ Rensselaer, New York 12144-

P.O. Box	ZIP Code Extension	Description of Contents	Form Types
4600	4600	Prior Approval and Prior Authorization Requests	<ul> <li>EMEDNY-3614 (Dental)</li> <li>EMEDNY-3615 (DrugsPhysician)</li> <li>EMEDNY-2832 (Hearing Aid)</li> <li>EMEDNY-1260 (Level of Care)</li> <li>EMEDNY-3897 (Transportation)</li> <li>PA Additional Information</li> </ul>
4601	4601	Claims	<ul> <li>EMEDNY-1500 (HCFA)</li> <li>EMEDNY-0002 (Form A)</li> <li>EMEDNY-0003 (Pharmacy)</li> <li>UB-04 (Institutional)</li> </ul>
4602	4602	Threshold Override Applications	• EMEDNY-0001 (TOA)
4603	4603	Provider Enrollment Applications	All Fee-For-Service and Rate-Based Enrollment Packets
4604	4604	Edit Review	<ul> <li>Provider submitted documentation to adjudicate claims pending for verification of Medicare allowed and paid amounts</li> </ul>

P.O. Box	ZIP Code Extension	Description of Contents	Form Types
4605	4605	Remittance Retrieval	Requests from providers for copies of remittance statements
4606	4606	Additional Information	Provider Enrollment Additional Information Form with attachments
4610	4610	Provider Maintenance	Provider maintenance (update) forms and related correspondence
4614	8614	Electronic Form Requests	<ul> <li>Electronic Certifications</li> <li>ETIN Applications</li> <li>Security Packet A</li> <li>Security Packet B</li> <li>Electronic Remittance Request</li> <li>Electronic Prior Approval Request</li> <li>Remittance Sort Request</li> <li>Pended Claim Recycle Request</li> <li>Request to Disaffiliate/Delete an ETIN</li> <li>PDF Paper Remittance Request</li> </ul>
4616	8616	Electronic Funds Transfer	Electronic Funds Transfer Enrollment Forms

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#### **Medicaid Program Contact Information**

For questions concerning:	Contact:
Check Amounts To obtain check amounts prior to the release of the check, select the "Check Call" option from the menu of services offered. Only the current week's check amount will be reported.	Department of Health (866) 307-5549
Child Health Plus/NY Health Options	(800) 698-4KIDS
Claim Response Status for ePACES Users	http://www.emedny.org/hipaa/Crosswalk/index.html
Dental/Orthodontia Services Dental Pended Claims	Dental Review Unit (800) 342-3005 Option #2
Diagnosis Codes	http://www.cms.hhs.gov/icd9providerdiagnosticcodes/ The list of diagnosis codes is also available through publishing houses.
<b>Durable Medical Equipment</b> Prior Approval	Prior approval Statewide (800) 342-3005 (option #1)  Prior approval for override of DVS and DiRAD, Statewide: (800) 342-3005 (option #1)
Elderly Pharmaceutical Insurance Coverage Program (EPIC)	(800) 634-1340
Electronic Funds Transfer Provider Enrollment Form  Electronic Prior Approval Request Form  Electronic Transmitter Identifier Number (ETIN)	http://www.emedny.org/info/ProviderEnrollment/index.html
eMedNY	http://www.emedny.org
eMedNY Companion Guides Sample Files	http://www.emedny.org/HIPAA/index.html

For questions concerning:	Contact:
Enrollee Eligibility Determination	Department of Health
Eligibility discrepancies must be reported to the enrollee's local social services district. CSC's MEVS staff cannot address these calls nor resolve eligibility issues.	(866) 307-5549 (518) 449-0400
When the provider believes the individual is covered by Medicaid, but does not have the client identification number, assistance can be obtained by calling this number and selecting "Name Search" from the menu of services offered. There is a charge of \$0.85 per minute for this optional service. A touch-tone telephone is required.	
Family Health Plus/NY Health Options	(877) 9FHPLUS
Managed Care	(518) 486-9015 (800) 206-8125 omcmail@health.state.ny.us
Medicaid Inspector General Fraud Referrals	www.nysomig.org (877) 87FRAUD
Medical Pended Claims Two-Year Old Claims	In State (800) 342-3005 Option #3 Out of State (518) 474-3575
Medicaid Policy (General)	medicaid@health.state.ny.us
Call Center Help Line/Co-Pay Hotline Fraud/Forgery Hotline Medical/Dental Prior Approval Restricted Recipients/Utilization Threshold Two-year billing regulations	(800) 541-2831 (877) 891-7283 (800) 342-3005 (518) 474-6866 (800) 562-0856 menu #4
Medical Prior Approval	(000) 002 0000 Ποια πτ
<ul> <li>Nursing</li> <li>Out-of-State Inpatient Hospital Services</li> </ul>	(800) 342-3005 Option #1
<ul> <li>Audiology</li> <li>Out-of-State Non-specialized Skilled Nursing Facility Admissions</li> </ul>	

For questions concerning:	Contact:	
<ul> <li>Medicaid Update</li> <li>Missing issues</li> <li>Request to receive electronic version</li> </ul>	http://www.nyhealth.gov/health_care/medicaid/program/update/main.htm  Email: medicaidupdate@health.state.ny.us  (518) 486-6829	
New York State Department of Health	www.nyhealth.gov	
Newborn Screening Program	(518) 473-7552	
Personal Care Services Prior Authorization	Local Department of Social Services	
Pharmacy Policy and Operations	(518) 486-3209  ppno@health.state.ny.us	
Private Duty Nursing	Westchester County Only	(914) 813-5440
	All other Counties	(800) 342-3005 (option #1)
Restricted Recipient Program	NYC (212) 630-1081 (212) 630-1087 (212) 630-1089	Outside NYC (518) 474-6866
Sterilization & Hysterectomy Consent Forms	http://www.health.state.ny.uscations/ldssforms	s/health_care/medicaid/publi
<ul> <li>DSS-3113 Hysterectomy Receipt of Information</li> </ul>		
<ul> <li>DSS-3113S Hysterectomy Receipt of Information (Spanish)</li> </ul>		
DSS-3134 Sterilization Consent		
<ul> <li>DSS-3134S Sterilization Consent (Spanish)</li> </ul>		

For questions concerning:	Contact:
	(518) 408-4825  MedTrans@health.state.ny.us
Transportation	Outside NYC Local Department of Social Services
	Obtain NYC Prior Authorization (800) 343-9000

#### **Provider Enrollment**

For information on enrolling in the Fee-for-Service Medicaid Program visit:

https://www.emedny.org/info/ProviderEnrollment/index.aspx

#### **Enrolled Providers**:

1. Enrollment and miscellaneous maintenance forms\*\* are available at the following address:

https://www.emedny.org/info/ProviderEnrollment/allforms.aspx

\*\* For example:

Change of Address

EFT Enrollment

**DEA Update** 

Affiliation/Disaffiliation Request (for nurse practitioners, supervising pharmacists, laboratory directors and physician assistants)

2. If you have experienced an ownership change, call the Fee-for-Service Medicaid Program immediately!

Practitioners & Businesses – 518-402-7032 Institutional Providers - 518-474-3575, Option 8

#### **Pharmacy Programs**

To obtain prior authorization for drugs subject to the Mandatory Generic Drug Program, the Preferred Drug Program, or the Clinical Drug Review Program, or for prior authorization of non-preferred drugs, call:

## (877) 309-9493 and follow the appropriate prompts:

To validate a prior authorization ending with "W"	Press 1
To validate a prior authorization that does not end with "W"	Press 2
For information or technical assistance with a prior authorization	Press 3
<ul> <li>For a prior authorization program overview</li> <li>Recent changes to the Preferred Drug Program</li> </ul>	Option 9

#### Requests for prior authorization of non-preferred drugs may also be faxed to:

### (800) 268-2990 Faxed requests may take up to 24 hours to process.

For questions concerning:	Contact:
Prior authorization worksheet/fax form	https://newyork.fhsc.com/providers/PDP_forms.asp
Current Preferred Drug List Preferred Drug Quick List	https://newyork.fhsc.com/downloads/providers/NYRx _PDP_PDL.pdf
Request email notification of changes to Preferred Drug List	NYPDPNotices@firsthealth.com
To obtain a supply of Preferred Drug Program educational materials for Medicaid enrollees	(518) 951-2040
Clinical concerns Preferred Drug Program questions	(877) 309-9493
Billing	(800) 343-9000

#### **Local Departments of Social Services**

Albany County Allegany County Department of Social Services Department of Social Services 162 Washington Avenue 7 Court Street Albany, New York 12210 Belmont, New York 14813 (518) 447-7300 (585) 268-9622 http://www.albanycounty.com/departments/dss/ http://www.alleganyco.com/default.asp?show=btn\_dss Cattaraugus County **Broome County** Department of Social Services Department of Social Services 36-42 Main Street One Leo Moss Drive, Suite 6010 Binghamton, New York 13905-3199 Olean, New York 14760 (607) 778-8850 (716) 373-8070 http://www.gobroomecounty.com/dss/ http://www.cattco.org/dss/index.asp Cayuga County Chautauqua County Department of Social Services Department of Social Services County Office Building H.R. Clothier Building 160 Genesee Street Mayville, New York 14757 Auburn, New York 13021-3433 (716) 753-4421 http://cayugacounty.us/hhs/index.html http://chautaugua.ny.us/departments/dss/Pages/default. aspx Chemung County Chenango County Department of Social Services Department of Social Services Human Resources Center County Office Building P.O. Box 588 P.O. Box 590, 5 Court Street Norwich, New York 13815 425 Pennsylvania Avenue (607) 337-1500 Elmira, New York 14902-1795 http://ccdss.peppytech.com/ (607) 737-5309 Clinton County Columbia County Department of Social Services Department of Social Services 13 Durkee Street P.O. Box 458 Plattsburgh, New York 12901 25 Railroad Avenue (518) 565-3300 Hudson, New York 12534-2514 http://www.clintoncountygov.com/Departments/Dep (518) 828-9411 artmentOfSocialServices/SocialServicesListOfServic http://www.columbiacountyny.com/dept\_links.html es.html

Cortland County Department of Social Services County Office Building 60 Central Avenue Cortland, New York 13045-5590 (607) 753-5248 <a href="http://www.cortland-co.org/dss/">http://www.cortland-co.org/dss/</a>	Delaware County Department of Social Services 111 Main Street Delhi, New York 12601-3302 (607) 746-2325
Dutchess County Department of Social Services 60 Market Street Poughkeepsie, New York 12601-3302 (845) 486-3000 http://www.co.dutchess.ny.us/CountyGov/Departments/SocialServices/SSIndex.htm	Erie County Department of Social Services 95 Franklin Street Buffalo, New York 14202-3935 (716) 858-8000 http://www.erie.gov/depts/socialservices/
Essex County Department of Social Services 7551 Court Street, P.O. Box 217 Elizabethtown, New York 12932-0217 (518) 873-3302	Franklin County Department of Social Services Court House 335 West Main Street, Suite 331 Malone, New York 12953 (518) 483-6770 http://franklincony.org/content/
Fulton County Department of Social Services P.O. Box 549, 4 Daisy Lane Johnstown, New York 12095 (518) 736-5640 <a href="http://www.fulcony.com/index.php?word=departments/socialservices.htm">http://www.fulcony.com/index.php?word=departments/socialservices.htm</a>	Genesee County Department of Social Services 5130 East Main Street, Suite 3 Batavia, New York 14020-9407 (585) 344-2580 http://www.co.genesee.ny.us/departments/office_for_the_aging/genesee_county_department_of_social_services .html
Greene County Department of Social Services 411 Main Street P.O. Box 528 Catskill, New York 12414-1716 (518) 943-3200 http://www.greenegovernment.com/department/socialserv/	Hamilton County Department of Social Services P.O. Box 725- White Birch Lane Indian Lake, New York 12842-0725 (518) 648-6131

Herkimer County Department of Social Services 301 North Washington Street, Suite 2110 Herkimer, New York 13350 (315) 867-1291 http://herkimercounty.org/content/Departments/View /10	Jefferson County Department of Social Services Human Services Building 250 Arsenal Street Watertown, New York 13601 (315) 782-9030 <a href="http://www.co.jefferson.ny.us/index.aspx?page=115">http://www.co.jefferson.ny.us/index.aspx?page=115</a>
Lewis County Department of Social Services P.O. Box 193 Lowville, New York 13367 (315) 376-5400 <a href="http://lewiscountyny.org/content/Departments/View/30?">http://lewiscountyny.org/content/Departments/View/30?</a>	Livingston County Department of Social Services 3 Murray Hill Drive Mount Morris, New York 14510 (585) 243-7300 <a href="http://www.co.livingston.state.ny.us/dss.htm">http://www.co.livingston.state.ny.us/dss.htm</a>
Madison County Department of Social Services Madison County Complex P.O. Box 637 Wampsville, New York 13163 (315) 366-2211 http://www.madisoncounty.org	Monroe County Department of Social Services 111 Westfall Road, Room 660 Rochester, New York 14620-4686 (585) 274-6000 http://www.monroecounty.gov/hs-index.php
Montgomery County Department of Social Services County Office Building P.O. Box 745 Fonda, New York 12068 (518) 853-4646	Nassau County Department of Social Services 101 County Seat Drive Mineola, New York 11501 (516) 571-4444 http://www.nassaucountyny.gov/agencies/dss/DSSHome.htm
New York City Human Resources Administration 180 Water Street New York, New York 10038 (877) 472-8411 within the 5 boroughs (718) 557-1399 outside of NYC http://www.nyc.gov/html/hra/html/home/home.shtml	Niagara County Department of Social Services P.O. Box 506, 20 East Avenue Lockport, New York 14095-3394 (716) 439-7600
Oneida County Department of Social Services County Office Building 800 Park Avenue Utica, New York 13501-2981 (315) 798-5632 http://ocgov.net/oneida/socialservices	Onondaga County Department of Social Services Onondaga County Civic Center 421 Montgomery Street Syracuse, New York 13202-2933 (315) 435-2985 or (315) 425-2986 http://www.ongov.net/dss/

Ontario County Department of Social Services 3010 County Complex Drive Canandaigua, New York 14424 (585) 396-4060 <a href="http://www.co.ontario.ny.us/social_services/">http://www.co.ontario.ny.us/social_services/</a>	Orange County Department of Social Services Quarry Road, Box Z Goshen, New York 10924-0678 (845) 291-4000 http://www.co.orange.ny.us/content/124/1374/default.as px
Orleans County Department of Social Services 14016 Route 31 West Albion, New York 14411-9365 (585) 589-7004 http://orleansny.com/Departments/DepartmentsAM/ DepartmentofSocialServices/tabid/150/Default.aspx	Oswego County Department of Social Services 100 Spring Street, P.O. Box 1320 Mexico, New York 13114 (315) 963-5000 http://www.co.oswego.ny.us/dss/
Otsego County Department of Social Services 197 Main Street Cooperstown, New York 13326-1196 (607) 547-7594 http://www.otsegocounty.com/depts/dss/	Putnam County Department of Social Services 110 Old Route Six Building #2 Carmel, New York 10512-2110 (845) 225-7040 http://www.putnamcountyny.com/socialservices/
Rensselaer County Department of Social Services 133 Bloomingrove Drive Troy, New York 12180-8403 (518) 283-2000 <a href="http://www.rensco.com/departments_socialservices.asp">http://www.rensco.com/departments_socialservices.asp</a>	Rockland County Department of Social Services Building L Sanatorium Road Pomona, New York 10970 (845) 364-2000 http://www.co.rockland.ny.us/Social/
St. Lawrence County Department of Social Services 6 Judson Street Canton, New York 13617-1197 (315) 379-2111 http://www.co.st- lawrence.ny.us/Social Services/SLCSS.htm	Saratoga County Department of Social Services 152 West High Street Ballston Spa, New York 12020 (518) 884-4140 http://www.saratogacountyny.gov/departments.asp?did= 150

Schenectady County Department of Social Services 487 Nott Street Schenectady, New York 12308-1812 (518) 388-4470 <a href="http://www.schenectadycounty.com/index.php?page_id=378">http://www.schenectadycounty.com/index.php?page_id=378</a>	Schoharie County Department of Social Services County Office Building P.O. Box 687 Schoharie, New York 12157 (518) 295-8334 <a href="http://www.schohariecounty-ny.gov/CountyWebSite/index.jsp">http://www.schohariecounty-ny.gov/CountyWebSite/index.jsp</a>
Schuyler County Department of Social Services County Office Building 105 Ninth Street - Unit 3 Watkins Glen, New York 14891 (607) 535-8303 <a href="http://www.schuylercounty.us/dss.htm">http://www.schuylercounty.us/dss.htm</a>	Seneca County Department of Social Services 1 DiPronio Drive Waterloo, New York 13165-0690 (315) 539-1800 http://www.co.seneca.ny.us/dpt-divhumserv-children-family.php
Steuben County Department of Social Services 3 East Pulteney Square Bath, New York 14810 (607) 776-7611 http://www.steubencony.org/dss.html	Suffolk County Department of Social Services 3085 Veterans Memorial Highway Ronkonkoma, New York 11779 (631) 854-9700 http://www.co.suffolk.ny.us/departments/socialservices.a spx
Sullivan County Department of Social Services Box 231, 16 Community Lane Liberty, New York 12754 (845) 292-0100 http://www.scgnet.us/orgMain.asp?sid=&orgld=76	Tioga County Department of Social Services Box 240 Owego, New York 13827 (607) 687-8300 http://www.tiogacountyny.com/departments/social-services.html
Tompkins County Department of Social Services 320 West State Street Ithaca, New York 14850 (607) 274-5336 <a href="http://www.tompkins-co.org/departments/detail.aspx?DeptID=41">http://www.tompkins-co.org/departments/detail.aspx?DeptID=41</a>	Ulster County Department of Social Services 1061 Development Court Kingston, New York 12401 (845) 334-5000 http://www.co.ulster.ny.us/resources/socservices.html

Warren County Washington County Department of Social Services Department of Social Services Municipal Annex **Municipal Center** 1340 State Route 9 383 Broadway Fort Edward, New York 12828 Lake George, New York 12845 (518) 761-6300 (518) 746-2300 http://www.co.warren.ny.us/depts.php#SOCIALSER http://www.co.washington.ny.us/Departments/Dss/dss.ht **VICES** m Wayne County Westchester County Department of Social Services Department of Social Services 77 Water Street County Office Building #2 P.O. Box 10 112 East Post Road White Plains, New York 10601-5272 Lyons, New York 14489-0010 (315) 946-4881 (914) 995-5000 http://www.co.wayne.ny.us/departments/dss/dss.ht http://socialservices.westchestergov.com/ Wyoming County Yates County Department of Social Services Department of Social Services 466 North Main Street County Office Building Warsaw, New York 14569-1080 417 Liberty Street (585) 786-8900 Penn Yan, New York 14527-1118 http://www.wyomingco.net/socialservices/main.html (315) 536-5183 http://www.yatescounty.org/upload/12/dss/frameset.html